

# Lobbyist Registration Guide

## Lobbyists

1. From the main page at [sdsos.gov](http://sdsos.gov), go to the Lobbyist Information Page. From this page you may either register online or print the paper forms to file with our office.
2. Login if you have previously registered or go to a new page if you are registering for the first time.
3. Enter the lobbyist name.
  - a. Select the name from the drop down list.
  - b. Use the smart look up feature by entering the first letters of the employer name until the correct employer can be selected from the list.
  - c. If the name is not on the list, enter the employer name and address.
4. Once all of the information has been entered, be sure to enter the captcha phrase and click the submit button.
5. An email notification will automatically be sent to the employer, notifying them of the lobbyist registration. The email includes the employer's username and password along with a link to the system for them to print the authorization form for the lobbyist.
6. As per [SDCL 2-12-4](#), this form must be completed and submitted within 10 days of the lobbyist registration.
7. A lobbyist may engage in lobbying efforts upon registering while waiting for the employer authorization. However, if the authorization is not received by the 10<sup>th</sup> day after registration, lobbying efforts for that employer will be suspended and the lobbyist's badge retrieved.
8. By entering all the lobbyist's employers under the same lobbyist name, when the lobbyist logs into the Online Registration System, a list of any employers who have NOT submitted the authorization form is provided.
9. Lobbyists may register as both a public (state agency) and private lobbyist. Separate usernames and passwords must be set up for each type of lobbyist registration.

## Employers

1. An email notification will automatically be sent to the employer, notifying them of the lobbyist registration. The email includes the username and password and a link to the system for them to print the authorization form for the lobbyist.
2. Logging into the Online Registration System will take you directly to your employer page.
3. The page will list all of the lobbyist(s) registered to that employer, including a link to access the authorization page for the lobbyist.
4. As per [SDCL 2-12-4](#), this form must be completed and submitted within 10 days of the lobbyist registration.
5. A lobbyist may engage in lobbying efforts upon registering while waiting for the employer authorization. However, if the authorization is not received by the 10<sup>th</sup> day after registration, lobbying efforts for that employer will be suspended and the lobbyist's badge retrieved.

## Expenses

1. According to [SDCL 2-12-11](#), a separate expense report from the lobbyist **AND** employer must be submitted by July 1<sup>st</sup> of the legislative year.
2. Expense reports include all costs incurred in connection with promoting, opposing or influencing legislation in any manner during the Legislative Session. This starts at the point of registration and concludes at adjournment sine die of the legislative session.
3. A report must be submitted, even if no costs were incurred. If no costs were incurred, simply list none or zero dollars.
4. Do **NOT** include the lobbyist salary or the registration fee under expenses. Lodging and travel expenses are also not included.
5. Whoever ultimately paid for the expense is the one that reports the expense. That is, if a lobbyist pays an expense and is then reimbursed by the employer, the employer is the one that lists the expense, not the lobbyist.
6. To enter expenses, scroll to the bottom of the screen to access the lobbyist or employer forms.
7. Make sure to select the correct lobbyist or employer, especially where multiple entities exist.
8. Expenses can be added, deleted or changed until you click submit. You do not have to wait until the end of session to add entries.
9. When submitting the expense report, **make sure to follow all the steps through to submit**. After clicking on submit, the expense report can be reviewed and printed for your records.

### **Corrections or changes in information**

1. Employers have the ability to update their address and contact information.
  - a. Access the employer record, make changes and save.
2. Under lobbyist records, if a change needs to be made to the employer email address, do the following:
  - a. Access the lobbyist record.
  - b. Click “Resend Employer Email” tab.
  - c. Select the correct employer and enter the corrected email.
  - d. Click the resend button.
  - e. This saves the corrected email address and sends the email notification to that address, along with their username and password to access the authorization form.

### **Requesting a Replacement Badge**

1. Access your account and select the “Reprint Lost Badge” tab.
2. The system will ask you to confirm the request.
3. After submission of the request, pick up the replacement badge from the lobbyist administrator.

### **Information for Lobbyists**

1. Lobbyist badge may be picked up from the lobbyist administrator in Suite 204 of the Capitol beginning the first day of session.
2. The badge for the employer you are speaking or testifying for must be worn. If you represent more than one employer, make sure the correct badge is being worn.
3. A lobbyist badge must be worn at all times if a lobbyist is on the third or fourth floor of the Capitol.
4. If you are testifying at a committee hear make sure to sign in on the log at the door of the committee room.
5. When testifying, make sure to first state your name and the employer you represent.

### **Services Provided for You**

1. The Secretary of State’s staff is here to assist you. Please let us know if you need anything.
2. The Lobbyist Business Lounge is available to you from 6:00 a.m. to 9:00 p.m. in Suite B08 of the Capitol. This room has a computer, printer and fax machine for your use, as well as a place to hang your coat, have a cup of coffee or meet with other individuals.